

**5th August 2022**

**BY EMAIL**

**Our Ref: FOI 1758**

Dear 

Your request for information was received on 11<sup>th</sup> July 2022 and was dealt with under the terms of the Freedom of Information Act 2000. Please be advised that the Business Services Organisation (BSO) has now completed its search for the information you requested with regards to the recruitment process for job requisition 52875042EX.

Please find this information below:

**1. Why has recruitment not commenced when there are multiple vacancies.**

Requisition 52875042 was advertised for the purposes of creating waiting lists for potential vacancies across a range of Trust facilities.

The BSO Recruitment Shared Service Centre (RSSC) can only offer posts from the established waiting list based on instructions from the Belfast HSC Trust. At this time the RSSC does not have any posts with them pending offer.

**2. How many vacancies are there.**

The RSSC cannot advise on the number of vacancies for Porters in the Belfast HSC Trust other than to confirm there are no posts with RSSC pending offer. .

**3. Has recruitment commenced and if so how many vacancies have been filled.**

The RSSC have a waiting list in place. To date just one post has been offered and accepted from this waiting list..

**4. If no recruitment has commenced is the waiting list being extended.**



Waiting lists are not normally extended beyond 12 months unless extenuating circumstances exist. The RSSC can only extend a waiting list if instructed to do so by the hiring organisation, in this instance the Belfast HSC Trust. The waiting list does not expire until 19<sup>th</sup> November 2022.

**5. Why are applicants not being kept informed of the current waiting list as coming to the end.**



The RSSC do not routinely provide updates to candidates on waiting lists outside of this, unless instructed to do so by the hiring trust.

I hope that the information provided assists you. If you are dissatisfied in any way with the handling of your request, you have the right to request a review. You should do this as soon as possible or in any case within two months of the date of issue of this letter, as the BSO, along with all other public authorities are not obliged to accept internal review requests after this period has lapsed.

In the event that you require a review to be undertaken, you can do so by writing to

Information Governance Manager,  
2 Franklin Street,  
Belfast,  
BT2 8DQ

If, following an internal review, carried out by an independent decision making panel, you remain dissatisfied in any way with the handling of the request, you may make a complaint under Section 50 of the Freedom of Information Act, to the Information Commissioner's Office and ask that they investigate whether the BSO has complied with the terms of the Freedom of Information Act.

You can contact Information Commissioner at:

**Website:** [www.ico.org.uk](http://www.ico.org.uk)  
**Phone:** 0303 123 1113  
**Email:** [casework@ico.org.uk](mailto:casework@ico.org.uk)  
**Post:** Information Commissioner's Office  
3rd Floor, 14 Cromac Place  
Belfast  
BT7 2JB

In most circumstances the Information Commissioner will not investigate a complaint unless an internal review procedure has been carried out. However, the Commissioner has the option to investigate the matter at his discretion.

Yours Sincerely,

A handwritten signature in cursive script that reads "Karen Bailey". The signature is written in black ink and is positioned centrally below the closing "Yours Sincerely,".

**Karen Bailey**  
Chief Executive